

12 December 1947

MEMORANDUM TO CHIEF, SERVICES BRANCH

SUBJECT: Alterations to Basement of Briggs School Building

1. In connection with the redistribution of Briggs School Building offices to provide space for the AGO and staff, the following alterations to the basement rooms are required:

- a. Cover walls and ceiling with suitable board or composition wall material, e.g., beaverboard, and paint.
- b. Cover cement floors with suitable insulating material, over which install complete new linoleum.
- c. Install fluorescent lighting throughout.
- d. Revise radiator arrangement and if necessary add whatever new elements needed to effect adequate heating.
- e. Weatherstrip windows and oak frames.
- f. Install air conditioning units which during the winter can be used for proper circulation of air and during the summer for air conditioning.
- g. Construct partitions to divide southeast room into four offices.

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Acting Chief, [REDACTED]

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FEB:edr

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